

United States Environmental Protection Agency POSITION DESCRIPTION COVERSHEET		1. DUTY LOCATION Atlanta, GA		2. POSITION NUMBER (b) (6)	
3. CLASSIFICATION ACTION: a. Reference of Series and Date of Standards Used to Classify This Position <i>See Remarks</i>					
Official Allocation	b. Title Environmental Engineer	c. Service 0819	d. Series GS	e. Grade 13	f. CLC 001 100
4. SUPERVISOR'S RECOMMENDATION					
5. ORGANIZATIONAL TITLE OF POSITION (if any)		6. NAME OF EMPLOYEE (b) (6)			
7. ORGANIZATION (give complete organizational breakdown)					
a. U.S. ENVIRONMENTAL PROTECTION AGENCY		e.			
b. Water Protection Division		f.			
c. GRANTS DRINKING WATER PROTECTION BRANCH		g.			
d. Drinking Water Section		h. Organization Code <i>TDDA 0000</i>			
8. SUPERVISORY/MANAGERIAL DESIGNATION					
<input type="checkbox"/> [S] First or Second level supervisor: An individual who performs supervisory work and managerial responsibilities that require accomplishment of work through combined technical and administrative direction of others and meets the requirements for coverage as described in the General Schedule Supervisory Guide. <input type="checkbox"/> [A] An individual (as defined in Section 7103(a)(10) of Title V of the U.S. Code) who is authorized to hire, direct, assign, promote, reward, transfer, lay off, suspend, discipline, or remove one or more employees, or effectively recommend such action. The exercise of this responsibility is not routine or clerical in nature, but requires the consistent exercise of independent judgment. <input type="checkbox"/> [M] A manager who directs the work of an organization; is accountable for the success of line or staff programs; monitors, evaluates, and adjusts program activities; and performs the full range of duties outlined in the General Schedule Supervisory Guide. May also include deputies who fully share responsibility for managing the organization or who serve as an alter ego to the manager. <input type="checkbox"/> [B] A management official (as defined in Section 7103(a)(11) of Title V of the U.S. Code) who formulates, determines or influences an organization's policies. This means creating, establishing, or prescribing general principles, plans, or courses of action for an organization; or bringing about a course of action for the organization. Management officials must actively participate in shaping the organization's policies not just interpret laws and regulations give resource information or recommendations or serve as experts or highly trained professionals who implement or interpret the organization's policies and plans. <input type="checkbox"/> [T] "Team Leader" This position meets the requirements for coverage under Part II of the General Schedule Leader Grade Evaluation Guide. <input checked="" type="checkbox"/> [N] None of the above applies. This is a non-supervisory/non-managerial position.					
9. SUPERVISORY CERTIFICATION I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships and that the position is necessary to carry out governmental functions for which I am responsible. The certification is made with the knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations.					
a. Typed Name and Title of Immediate Supervisor		d. Typed Name and Title of Second-Level Supervisor (b) (6)			
b. Signature		c. Date			
10. OFFICIAL CLASSIFICATION CERTIFICATION					
a. <input checked="" type="checkbox"/> This position has no promotion potential.		<input type="checkbox"/> If position develops as planned and employee progresses satisfactorily, this position has known promotion potential to grade:		b. Fair Labor Standards Act <input type="checkbox"/> Nonexempt <input checked="" type="checkbox"/> Exempt	
c. Functional Code <i>94</i>					
d. Bargaining Unit Code <i>0012 7727</i>	e. Check, if applicable: <input type="checkbox"/> Medical Monitoring Required <input type="checkbox"/> Extramural Resources Management Duties (_____ % of time) <input type="checkbox"/> This position is subject to random drug testing (_____)		f. Signature <i>Alvin B. Williams</i>		g. Date <i>11/11/08</i>
11. REMARKS <u>STATEMENT OF DIFFERENCE</u>					
<div style="text-align: center;"> Pen & ink change made to Org. name/code due to reorg. Effective <i>11-2-14</i> </div> <div style="text-align: right;"> US OPM Job Family Position Classification Standard for Professional Work in Engineering & Architecture Group, 0800, 11/08. </div>					

Environmental Engineer, GS-0819-13

INTRODUCTION

Organizational Location: The Primacy Revision and State Capacity Coordinator position is located in the Drinking Water Section, Safe Drinking Water Branch, Water Protection Division of the Environmental Protection Agency, Atlanta Region 4. The Drinking Water Section is responsible for ensuring the implementation of the Public Water Supply Supervision (PWSS) Program authorized by the Safe Drinking Water Act (SDWA).

Primacy revisions/approvals remain the top priority of the Drinking Water program since a failure by the Region to delegate enforcement responsibility will result in the Region implementing the rules. The incumbent will coordinate all activities and processes to ensure smooth primacy revision approval for new rules. The incumbent will also be responsible for training associated with rules promulgation and all activities aimed at maintaining state capacity to implement the new regulations. The incumbent will assist the states in prioritizing workloads in accordance with EPA's priority guidance, and work with states on strategies to narrow the funding gap facing the PWSS program based on the Gap Analysis Report.

II. MAJOR DUTIES

Serves as the principal advisor and expert consultant for the Region on drinking water primacy revision issues. Ensures that Regional states are adequately prepared to adopt new regulations and maintains the capacity to implement and enforce the delegated PWSS Program of the SDWA. In the performance of this responsibility, the incumbent will liaise with HQ, SEDS, Regional legal staff, and the States and ensure that the Region is represented on major rule writing workgroups. In addition, the Incumbent will be responsible for the coordination of the Area Wide Optimization Program (AWOP).

The incumbent will also coordinate and/or perform the following activities:

- a: Track the receipt and approval process of all Drinking Water Primacy Packages received in the region.
- b: State Capacity Evaluation Activities:
 - State PWSS Technical Capacity
 - State PWSS Implementation Capacity
 - SDWA Training for States
- c: Technical assistance
 - Drinking water treatment plant issues
 - SDWA and Regulatory interpretations
 - Implementation of new SDWA regulatory requirements

The incumbent will use advanced knowledge of environmental engineering and/or scientific principles to assist the Section Chief in formulating decisions on policies and programs which will promote the technological changes necessary for effective implementation of drinking water regulations at public

water systems in Region 4 States and on Indian Lands.

Conducts special studies of State, and public water suppliers to identify environmental problems and determine existing and projected resource needs, program, and technical changes required to meet federal laws and regulations associated with current and future drinking water regulations. This includes performing analytical work that contributes to the effectiveness of environmental plans, program, and methods.

Provides interpretation on regulations and guidelines addressing drinking water treatment technologies such as best available technologies for regulatory compliance.

Represents the Region in national and regional activities in the preparation of EPA regulations, guidelines, methods manuals, technology demonstrations, and serves on regional and national committees, technical panels, and work groups. Actively participates on SDWA rule work groups and provides technical assistance with drinking water treatment technology studies.

Serves as regional contact for Congressional responses and technical inquiries on State Primacy and State Capacity issue. Is responsible for preparing, researching, and coordination of responses to members of Federal, state, and local legislative bodies.

Participates in compliance and enforcement activities by providing technical advice and guidance on the requirements of the SDWA.

Serves as team coordinator for special projects and PWSS Training by directing and coordinating activities of multidisciplinary staff.

Prepares and presents technical and policy papers on State primacy and State Capacity.

Provides training and guidance to lower grade professionals on a wide range of drinking water regulatory and political issues.

Travel is required.

III. FACTORS

Factor 1. Knowledge Required by the Position

Mastery of principles, theories, and practices of environmental engineering or science, particularly in the field of drinking water treatment processes.

Knowledge and skill to investigate and provide consultative services on drinking water systems and State environmental programs.

Ability to provide expert advice and consultation to state and local officials concerned with drinking water state capacity and rule writing requirements.

Knowledge and skill to apply new developments and experienced judgment to a variety of highly complex technical problems.

Skill in performing in-depth analyses and evaluations involving complex scientific and engineering principles and practices with high level state officials, varying levels of federal officials, and the owners and operators of public water supplies.

Ability to make presentations involving EPA policy of the SDWA and the primacy requirements and state capacity developments.

Ability to respond to both oral and written inquiries concerning EPA laws, regulations, policies, procedures and strategies.

Factor 2. Supervisory Controls

Supervisor assigns work in terms of overall objectives together with areas of special interest and urgent concern. The incumbent is expected to execute assignments, provide advice on the technical and regulatory aspects of the assignments, and take appropriate actions independently. The incumbent, at own discretion, keeps supervisor informed as to progress of work, unusual difficulties encountered, and problems requiring deviation from current policy. Completed work is evaluated in terms of effectiveness of existing or new technical guidance and conformance to policy.

Factor 3. Guidelines

Guidelines include the SDWA and its guidance documents, agency regulations and policy statements. The incumbent exercises judgment in determining need for new or revised documentation and criteria, utilizing research publications and experts from EPA program offices, EPA environmental monitoring support laboratories, or other EPA regional offices. Standard practices are to be used for concepts and technical principles, but the incumbent must adapt and modify these practices to meet site specific requirements for the PWSS program. The scientist or engineer uses considerable judgment and ingenuity in interpreting and adapting guides that exist and in developing new and improved hypotheses, approaches, or concepts not previously tested or reported in the literature of the field.

Factor 4. Complexity

Assignments concentrate on the limitations of proven concepts, practices, and processes in assisting the states in prioritizing workloads in accordance with EPA's priority guidance, and work with states on strategies to narrow the funding gap facing the PWSS program based on the Gap Analysis Report. Assignments involve a full range of expertise in principles of drinking water regulation writing and state capacity issues. This expertise must be specialized in nature and requires the incumbent to understand the most complex technical details and practices, so as to serve on regional and national committees, technical panels, and work groups.

Factor 5. Scope and Effect

The primary purpose of this position is to provide expert advice, consultation, and guidance to officials of Federal and state regulatory and enforcement agencies concerning the technological and resource capacity of state PWSS programs that have been delegated primary enforcement authority of the federal PWSS program. The employee's recommendations and decisions affect the content of Agency Regulations and policy and may have an extensive economic effect on the regulated community.

Factor 6. Personal Contacts

Personal contacts are with subject matter specialists in other EPA drinking water and ground water programs, top engineering and scientific experts of consulting engineering firms, the academic community, private industry, municipal and state governments, manager and counterpart engineers and scientists within state PWSS programs, owners and operators of water suppliers, professional organizations, and the public.

Factor 7. Purpose of Contacts

The purpose of contacts is to provide technical advice and represent the agency in negotiations on the interpretation of agency regulations, and policy and on the application of SDWA. Such contacts generally require the incumbent to communicate technical information to special interest parties lobbying for the protection of drinking water. It will also require the employee to influence or even persuade agency personnel, including branch chiefs and division directors, of the correctness of the Region's position on policy issues.

Factor 8. Physical Demands

The work is primarily sedentary, even though the incumbent does conduct on-site inspections of private or government-owned facilities which require some walking, climbing, and bending. The ability to travel by air and by car is required.

Factor 9. Work Environment

The incumbent works mostly in an adequately heated, cooled and lighted office environment in close proximity to co-workers. There are occasional visits to facilities such as water treatment plants and laboratories.